



**Solicitation open to:** All Interested Afghan Nationals  
**Position Title:** Auditor  
**Type of vacancy:** Multiple  
**Opening date:** March 13, 2014  
**Closing date:** March 25, 2014  
**Vacancy announcement #:** USAID/306/14/45/OIG  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-11 (Trainee levels at FSN-10 and FSN-09)

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Auditor in the Office of the Inspector General (OIG). Successful candidates will be hired at the FSN-09 Trainee level unless they can demonstrate that they have met all of the requirements of the higher grade level.

**BASIC FUNCTION OF THE POSITION:**

At the FSN-11 Level

Serve as a staff or lead auditor with responsibility for conducting assigned audits of USAID financial, program, and management activities. The position will require the auditor to participate as a full member of an audit team, under the direction of a lead auditor, the audit manager, or Office Director. Assigned tasks may include surveying entities to be audited to determine aspects most appearing to require audit, developing a detailed audit program, scheduling and planning audit work, and execution of audit steps. Duties include review of applicable laws, regulations and procedures; collect and verify data; contact necessary levels of AID organization and personnel; contact officials in public and private organizations to obtain and verify information pertinent to audit; analyze data collected; prepare well-written draft reports presenting audit findings, and recommendations for review by supervisor; follow up on related audit recommendations and assess appropriateness of corrective actions taken by audited entities.

Oversee desk reviews and quality control reviews of non-federal audits (both agency contracted and recipient contracted audits) ensuring that work is conducted in accordance with professional standards. Duties include review of the scope of work, audit program, and draft report for agency contracted audits; draft transmittal memoranda; draft reports for quality control reviews; evaluate management decisions reached by the mission and prepare concurrence memos; and closely monitor open recommendations.

Prepare OIG internal status reporting documents for review by the Office Director, including weekly and monthly reports to OIG management and semi-annual reports to Congress.

Internal Control Responsibilities: To ensure that Federal (USAID) programs operate, and that US Government provided resources are used, consistent with agency objectives and in compliance with U. S. Government laws and regulations, and with minimal potential for waste, fraud, and mismanagement-- employee takes systematic and proactive measures to: (a) develop and implement appropriate, cost effective internal controls; (b) continuously monitor and identify needed improvements; or (c) carry out corresponding actions that improve the

effectiveness of internal controls associated with an area, program or operation that he/she is responsible for.

This position is designated as a ladder position, beginning at FSN-09 and ending at FSN-11. Attainment of full performance level, FSN-11, represents that the Auditor has successfully completed substantial on-the-job and training requirements (classroom and online), met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level in their annual performance review. Therefore, promotion to the next grade, and/or target FN-11 grade level is not automatic as the incumbent must meet the pre-set performance criteria.

#### At FSN-10 Level

The Auditor (Trainee) performs same duties as above but at a lower level with responsibility for conducting assigned audits of USAID financial, program, and management activities. The position will require the auditor to participate as a full member of an audit team, under the direction of a lead auditor, the audit manager, or Office Director. Assigned tasks may include assisting and participating in surveying entities to be audited to determine aspects most appearing to require audit, developing a detailed audit program, scheduling and planning audit work, and execution of audit steps. Duties include review of applicable laws, regulations and procedures; collect and verify data; contact necessary levels of AID organization and personnel; contact officials in public and private organizations to obtain and verify information pertinent to audit; analyze data collected; prepare well-written draft reports presenting audit findings, and recommendations for review by supervisor; follow up on related audit recommendations and assess appropriateness of corrective actions taken by audited entities.

Support and assist desk reviews and quality control reviews of non-federal audits (both agency contracted and recipient contracted audits) ensuring that work is conducted in accordance with professional standards. Duties include review of the scope of work, audit program, and draft report for agency contracted audits; draft transmittal memoranda; draft reports for quality control reviews; evaluate management decisions reached by the mission and prepare concurrence memos; and closely monitor open recommendations.

Assist in the preparation of OIG internal status reporting documents for review by the senior Auditors or Office Director, including weekly and monthly reports to OIG management and semi-annual reports to Congress.

Internal Control Responsibilities: To ensure that Federal (USAID) programs operate, and that US Government provided resources are used, consistent with agency objectives and in compliance with U. S. Government laws and regulations, and with minimal potential for waste, fraud, and mismanagement- employee takes systematic and proactive measures to: (a) develop and implement appropriate, cost effective internal controls; (b) continuously monitor and identify needed improvements; or (c) carry out corresponding actions that improve the effectiveness of internal controls associated with an area, program or operation that he/she is responsible for.

#### At FSN-09 Level

The Auditor (Trainee) performs same duties as FSN-10 level but will carry out day-to-day activities under the mentorship of more senior Office employees. The Auditor (Trainee) is responsible for conducting assigned basic audits of USAID financial, program, and management activities. The position will require the auditor to participate as a member of an audit team, under the direction of a lead auditor, the audit manager, or Office Director. Assigned tasks may include assisting and participating in surveying entities to be audited to determine aspects most appearing to require audit, developing a detailed audit program, scheduling and planning audit work, and execution of audit steps. Duties include basic reviews of applicable laws, regulations and procedures; collect and verify limited data; contact necessary levels of AID organization and personnel; contact officials in public and private organizations to obtain and verify information pertinent to audit; analyze data collected under the close guidance of senior auditors; prepare draft reports for presentation of audit findings, and recommendations for review by supervisor; follow up on related audit recommendations

and assess appropriateness of corrective actions taken by audited entities.

Support and assist desk reviews and quality control reviews of non-federal audits (both agency contracted and recipient contracted audits) ensuring that work is conducted in accordance with professional standards. Duties include participation on review of the scope of work, audit program, and draft report for agency contracted audits; draft transmittal memoranda; draft reports for quality control reviews; assist to evaluate management decisions reached by the mission and prepare concurrence memos; and closely monitor open recommendations.

Assist in the preparation of OIG internal status reporting documents for review by the senior Auditors or Office Director, including weekly and monthly reports to OIG management and semi-annual reports to Congress.

Internal Control Responsibilities: To ensure that Federal (USAID) programs operate, and that US Government provided resources are used, consistent with agency objectives and in compliance with U. S. Government laws and regulations, and with minimal potential for waste, fraud, and mismanagement-- employee takes systematic and proactive measures to: (a) develop and implement appropriate, cost effective internal controls; (b) continuously monitor and identify needed improvements; or (c) carry out corresponding actions that improve the effectiveness of internal controls associated with an area, program or operation that he/she is responsible for.

#### **QUALIFICATION/EVALUATION CRITERIA:**

##### **Education:**

A university degree in accounting, finance, computer science, business administration, or other related social science discipline is required. Possession of a chartered accountant, certified public accountant, or similar certification is desirable.

**Language Proficiency:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Pashtu or Dari is required. **(English language proficiency may be tested).**

##### **Prior Work Experience:**

###### At the FSN-11 level

A minimum of five years of progressively responsible experience in audit and administrative financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm, host government, the private sector, or within an international or donor organization with at least one year at the next lower FSN-10 grade level. NB: Additional experience may NOT be substituted for Education.

###### At the FSN-10 Trainee level

A minimum of four years of progressively responsible experience in audit and administrative financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm, host government, the private sector, or within an international or donor organization at no less than the next lower FSN-9 grade level.

###### At FSN-09 Trainee level

A minimum of three years of progressively responsible experience in audit and administrative financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm, host government, the private

sector, or within an international or donor organization.

### **Knowledge, Abilities and Skills:**

Incumbent must have excellent analytical skills and be capable of exercising sound judgment; ability to anticipate and evaluate future outcomes based upon current events; excellent organizational skills, with ability to handle multiple tasks at the same time. Incumbent must have the ability to (1) dig through masses of difficult and possibly conflicting materials to find relevant information, and (2) to professionally evaluate the audit implications of relevant data; with ability to present facts and recommendations in a clear, concise manner. Incumbent is also required to deal effectively with high-level officials in the audit process and in presenting and defending recommendations. Incumbent must be willing to travel.

#### At the FSN-11 level

A comprehensive knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, or the ability to quickly gain such knowledge, is required;

A comprehensive knowledge of applicable U.S. laws and host country requirements and of USG programs, goals, and objectives, or the ability to quickly gain such knowledge, is required;

A comprehensive knowledge of USG financial regulations and procedures in particular and USAID organization and operations in general or the ability to quickly gain such knowledge, and

A good knowledge in the area of information systems is required.

#### At the FSN-10 level

A thorough knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, or the ability to quickly gain such knowledge, is required;

A thorough knowledge of applicable U.S. laws and host country requirements and of USG programs, goals, and objectives, or the ability to quickly gain such knowledge, is required;

A thorough knowledge of USG financial regulations and procedures in particular and USAID organization and operations in general or the ability to quickly gain such knowledge, is required; and

A good knowledge in the area of information systems is required.

#### At the FSN-9 level

A basic knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, or the ability to quickly gain such knowledge, is required;

A basic knowledge of applicable U.S. laws and host country requirements and of USG programs, goals, and objectives, or the ability to quickly gain such knowledge, is required;

A basic knowledge of USG financial regulations and procedures in particular and USAID organization and operations in general or the ability to quickly gain such knowledge, is required; and

A basic knowledge in the area of information systems is required.

### **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Auditor (OIG 1445)**

**ANY/ALL application submissions after the closing date of March 25, 2014 will not be considered.**

**REQUIRED DOCUMENTS:**

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) [http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the DS-174 form;

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.**

**Note:**

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open to Afghan Nationals only.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**